

D R A F T
OFA Diversity Council
Minutes of Meeting
April 17, 2002

Attendees: Helen Hurcombe, Ann Hennelly, David Murdock, Nancy Nicholson, Barbara Marshall-Bailey, Stanton Lum, Tammie Herrin, Joanne Kemper, Mary Taylor-Drake, Mary E. Ortiz, Bernadette Anderson, Terri Bell Necolle Mayhew-Eimas, Michelle Moore, and Mack Cato,

Video Conference: CASC - Brandon Boyd
WASC - Mary Lee Owen,
MASC - Lois Arford, Sheryl Thomasson, Irene Decker and Joan Tomek,
EASC - Barbara Booker Williams, Anita Holley, George Watkins,
Shirley Driver-Kinchen

Opening: Helen Hurcombe opened the meeting by thanking everyone for attending the meeting and stating that the OFA Diversity Council should continue until a permanent DCAO is selected.

Minutes: The Council members reviewed the January 31, 2002, meeting minutes and agreed to the following additions and change:

- Add R. J. Dominic's name to the list of attendees.
- Page 1, SFA, second sentence, change *59% to 39%*.
- Page 2, Customer Service Action Team, paragraph one, last sentence, add "*it was completed and ready for use.*"

SFA Update: On April 19, 2002, the SFA summary will be distributed to the NOAA Diversity Council. On April 24, 2002, OFA's 2-page summary and detailed analysis of top/bottom 10 will be released for OFA-wide distribution. Barbara Marshall-Bailey suggested a good starting point for OFA is to review the top ten most favorable list and the bottom 10 least favorable list. Requests for any slice of the data/splits of information needed, i.e., training/race/sex/age/minority group, etc., can be provided. Barbara noted that OFA has a large percentage of minorities. OFA is to decide how to sort their data, what to focus on, and how to proceed. 125 facilitators have been trained and most felt the training was a positive experience. In a week or two, facilitators will be assigned to the 1200 work groups and will be calling on managers. Barbara also reported that a lot of race issues came up during the training sessions, some serious. A starting point for discussion is to ask "Have you ever been discriminated against? If you have, have you been comfortable with the process?" Barbara will be available to answer any questions regarding the SFA.

The Worklife Center pilot ends April 30, 2002. Evaluations by employees who used the Center are being reviewed. The Council will decide if the Center should continue and if so, where will it be located. And, is this something we want to set up in the ASCs? Some ASCs have shared facilities and some have no one to partner with. The Discovery Channel Headquarters located in Silver Spring has some services NOAA does not offer and their leadership suggested they would like to partner with NOAA. Apparently private/public sharing is the current trend.

Barbara Marshall-Bailey informed the members that Jim Faulkner, Diversity Office, is going back to HR and Necolle Mayhew-Eimas will fill in for Jim until the vacancy is filled.

Alternative Work Schedules (AWS) Plan: The Council members reviewed the AWS Plan and, because they have been working on the plan for well over a year, decided it needs to be finalized ASAP. HR feels OFA's maxiflex is too restrictive and that their plan offers more flexibility to managers and employees. After much discussion, Stanton Lum and Nancy Nicholson suggested combining the main points from the draft OFA plan and the draft HRMO plan. Stanton Lum will combine the plans and submit to Helen for review and approval. Helen stated she wants to resolve the DOC policy matter and will research the issue.

Computer Donation Program: David Murdock distributed copies of NOAA's policy for the donation of excess education-related property. David said computers can be donated and should be coordinated through the Regional Property Manager. Jim Moore is the Headquarters Property Manager and can be reached on 713-3530, Ext. 173.

Web Site Update: Ann Hennelly provided copies of the OFA Diversity Council home page to the attendees and made them aware of the information that is currently on the OFA Diversity Council website. Ann will work with Paul Lineberger to update the council members' list, meeting minutes, and add information relative to the OFA Diversity Council.

Action Team Reports:

Communications Action Team. Brendan Boyd (CASC) will close out the 10 action items. Based on the results of the SFA, the team may be reestablished. Brendan also reported that the OFA newsletter is 20% complete and that he will send in Barry Meyers' final report.

Customer Service Team - Stanton Lum reported the team has not met. The team needs to develop a management plan on implementing the survey and make use of the results. Stanton said the survey questions are ready to use and he will send the link to Tammie Herrin for Sonya Stewart for review.

Consistency Action Team - R. J. Dominic has not scheduled a meeting - he will have one in May 2002.

Career Development Team - Mary Taylor Drake reported the OFA Leadership Development Program will be rolled into the NOAA plan. Mary gave the plan to Sonya and LO's for review and approval. The new plan will start this FY. An upward mobility meeting is scheduled for April 23, 2002. Other items will be added when SFA comes out.

Helen Hurcombe closed the meeting by saying she does not want to let the council languish until the new DCAO person is selected. Helen wants the committee to get started on the issues

The next meeting will be in June - Date TBD.